

**Minutes of the meeting of the  
Mount Vernon City Library Board of Trustees  
September 6, 2012**

**Board members present:** Scott Correa, Bill Craig, Carrie Odlin and Sharon Sackett.

**Excused Absences:** Marija Anderson.

**Library staff present:** Director Brian Soneda and Deputy Director Sara Holahan.

**A. Call to order:** As the ranking trustee in attendance, Mr. Craig called the meeting to order at 5:31 PM.

**B. Approval of minutes from the August 2, 2012 meeting:** Mr. Correa moved that the August 2 minutes be approved as submitted. Ms. Odlin seconded the motion; all were in favor.

**C. Visitors:** Elizabeth Craig, Trustee Craig's daughter, was in attendance.

**D. Surplus material:** Ms. Sackett moved that items withdrawn between July 6 and July 28, and August 2 and August 31, 2012 be declared surplus and transferred to the Friends of the Mount Vernon Library. Mr. Correa seconded the motion; all were in favor.

**E. Approval of Disbursements:** Mr. Correa moved that disbursements from Period 8 in the amount of \$11,143.32 be certified as reviewed. Ms. Sackett seconded the motion; all were in favor.

**F. Budget report:** Mr. Soneda noted that spending remained proportionally on track for the year. Ms. Odlin asked if it was significant that the Periodicals line was spent at only about 5% through August. Mr. Soneda responded that this was normal, that the great majority of the purchases in this line were done at one time with Ebsco, the leading distributor for libraries of periodicals. That line would show as mostly expended in the October synopsis. Ms. Odlin followed up with a question about the other expenses in this line. Mr. Soneda noted that there were some valued periodicals, including newspapers, which were not available through Ebsco and were purchased directly.

**G. Monthly statistical reports:** Mr. Soneda reported that August was another relatively strong month of activity, statistically. Ms. Sackett noted with satisfaction that there appeared to be a good number of well attended adult programs. Mr. Correa asked about "Reference Transactions" and Mr. Soneda described them as mostly manually tallied "help" numbers, with some gray area on what constituted a reference question.

**H. Director's Reports:**

**a. Depreciation of library materials value update.** Mr. Soneda reported on an agenda item that had been tabled at the August meeting. Finance Department is asking for more detail on depreciation of materials that have been withdrawn from

the collection and surplus. Mr. Soneda noted that providing this information to Finance is not an onerous task and will be done once, at the end of each calendar year. Mr. Correa noted that it made sense that depreciation would not be as big an issue with a department like the library as it would be for a department such as Public Works, with its high number of vehicles and other machinery.

**b. Lean Management pilot project consultation update.** Mr. Soneda shared that the much anticipated consultation schedule has not been finalized, but will likely happen in early October.

**c. Farmers Market update.** Mr. Soneda reported that the next library booth day at the Farmers Market was Saturday, September 15. These library booth days had been very valuable to the library and its support groups in sharing information with the public. Mr. Soneda noted the high level of participation at the library booth from representatives of the Friends, the Foundation and the Board. Mr. Correa volunteered to help on September 15.

**d. 2013 Budget priorities.** Mr. Soneda shared a synopsis of the library's budget request submitted on September 4. He stated that staff priorities included two new items, self-check and a return of one full-time position, reconfigured to support needed work in the circulation department as well as volunteer recruitment, training and supervision assignments. He noted that the trustees had been very supportive of these priorities at the August meeting discussion about budget priorities. While trustees expressed several areas of mild concern, they were very supportive of the general direction and the hard work that had gone into crafting the library's budget request. Mr. Correa however, strongly seconded by other trustees, noted one area of major concern, the significant reduction in funding requested for the "Childrens Programs" line, since Children's programming was something that the library was "famous" for and should strive to continue to excel at providing. Mr. Soneda agreed and noted that the change in that line request was made as a budget reduction item solely because the Friends of the Mount Vernon Library also highly valued what the library did in this area and had pledged increased support to continue this great tradition. Nevertheless, Mr. Correa asked to go on record as opposing this reduction as inappropriate; he deeply appreciated the Friends' support, but felt that a strong level of support should come directly from the City/Library budget. Mr. Soneda noted his appreciation for this strong statement from Mr. Correa and other trustees, which he promised to share with City Hall as the budget process proceeded.

**e. Staffing update.** Ms. Holahan shared that the library remained down two part-time positions, with a resignation and a retirement unfilled, noting that the intent was to leave the positions unfilled through the end of the year as a budget saving effort, as well as to position the library for significant changes that could result if requests in the 2013 budget were approved. The non-filling of these positions, as well as the resignation of a Library Page which would also not be filled, was stretching staffing very thin, but Ms. Holahan did note that new substitute Colette

Griffith and limited hour part-time temporary help from experienced former staff members Cindy Abel and George Mariani did help a lot. Ms. Holahan expressed appreciation that these “tiding us over” hires were okayed by City Hall. Mr. Soneda added the library had worked with WorkFirst to place Samantha Lyman as a part-time (20 hours/week) temporary (up to six months) trainee, under library supervision but funded by WorkFirst. Ms. Lyman had just started but seemed to be a quick learner and would be a help.

**f. Other.** Mr. Soneda noted that the October Board meeting was traditionally when the trustees began working with him on his Annual Evaluation. Mr. Craig concurred that this item should be added to the October meeting agenda. Mr. Soneda reported on the donation of a Lee Mann photo print, by library patron Cindy McGuiness. That item would soon be on display as part of the library’s rotating collection of Lee Mann items; Mr. Soneda reminded trustees that Mr. Mann had been a strong supporter of the library during his life and had donated the use of a tulip field photograph to serve as the library card backdrop. Finally, Mr. Soneda posed what he called a “delicate question” to Vice Chair Craig—was Mr. Craig intending to seek a second term as a trustee? Mr. Craig noted that he had not decided but was thinking it over and would let everyone know soon. Mr. Soneda clarified that he asked the question to make sure that if Mr. Craig was not seeking a second term, that posting for an open Library Board position would need to happen soon.

#### **I. Around the Table:**

**Mr. Correa** passed.

**Ms. Odlin** passed.

**Ms. Sackett** commended staff on the look and content of both the Teen and Kids parts of the library website, and called getting Washington Poet Laureate Kathleen Flenniken to present at the library on September 28 a “real coup.”

**Ms. Holahan** asked for a volunteer to draw the winner of the Dream Big adult summer reading program book review writing contest. Guest Ms. Craig volunteered and drew the winner’s name.

**J. Board Chair’s Report:** **Mr. Craig** thanked all for approving the EMS levy in the last election. He also floated the idea of getting a coalition of funders together to support a visit to Mount Vernon by war hero and motivational speaker Louis Zamperini. His fee was \$15,000 but Mr. Craig found his story of courage and resilience compelling and believed attendees at a speaking engagement by Mr. Zamperini would likewise be impressed. Mr. Soneda added that USC’s quarterback and the leading candidate for the Heisman Trophy, Matt Barkley, idolized Mr. Zamperini.

**K. Adjournment:** There being no further business, the meeting was adjourned at 7:04 PM. The next regular meeting of the board of trustees will be on Thursday, October 4, 2012, at 5:30 PM at the library.

Minutes by Brian Soneda, Library Director